Job Title	Policy and Compliance Analyst
Department	Cyber Resilience Team
Reports to	Cyber Risk Management Manager
Grade	Grade 4
Purpose & Overview	− The Policy and Compliance Analyst in Wales & West Utilities (WWU)’s Cyber Resilience Team is responsible for assisting with the development, implementation, maintenance of comprehensive policies and procedures that guide the organisation's cyber security governance, risk management and compliance work, in line with the Risk Management Strategy. − The role also involves assisting the Cyber Risk Management Manager with assessing the effectiveness of control implementations and the level of compliance with security policies across the organisation. − This role involves a good understanding of industry best practice, relevant regulatory requirements and the ability to translate them into effective policies to enhance cyber resilience across WWU. − Strong collaboration with various teams and a commitment to staying current with industry developments are essential for success in this role. − By playing a vital role in establishing and maintaining a strong foundation for cyber security within WWU, the role develops and implements effective policies, contributing to the organisation's ability to manage risks, comply with regulations, and build a resilient cyber security posture.
Key Responsibilities	− Assist with development and updating of cyber security policies and procedures that align with industry standards, regulatory requirements and contribute to WWU’s Cyber Security Strategy. − Ensure policies cover all relevant cyber security domains as directed by the Cyber Security Strategy. − Collaborate with subject matter experts, legal teams and other stakeholders (e.g. the IT team) to create comprehensive and enforceable policies. − Work closely with colleagues in the Cyber Resilience Team and with stakeholders across WWU to evaluate and ensure the effective implementation of cyber security policies. − Provide guidance and support to teams across WWU to promote understanding and adherence to policy requirements. − Assist with undertaking control effectiveness reviews, policy breach logging and time-bound waiver management. − Understand current and future legislation, the development of sector specific regulations and industry standards more broadly. − Possess a good understanding of regulatory requirements to ensure WWU policies are compliant. − Work collaboratively with appropriate internal teams, as required, to address regulatory changes and updates. − Contribute to the development and enhancement of WWU’s cyber security governance framework, ensuring policies align with overall corporate governance structures.

	– Contribute to the integration of cyber security governance into WWU’s applicable strategies. – Assist the Cyber Risk Management Manager in the development and maintenance of risk management policies and procedures. – Collaborate across the risk management team to ensure policies support the identification, assessment and mitigation of cyber security risks. – Assist with the regular review of existing policies to ensure relevance and effectiveness. – Work with internal and external audit teams to assess policy compliance as required. – Assist with the updating of policies based on lessons learned from incidents, changes in technology, or regulatory updates. – Where required Communicate policy changes and updates to relevant stakeholders, using approved internal comms channels in order to reinforce cyber security best practice.
Technical Skills	– Broad experience in a similar role, ideally some of which has been spent in a CNI environment. – Experience of working in a complex and dynamic operating environment.
Qualifications	Essential: – Extensive experience in policy development and implementation, preferably in a cyber security context. – In-depth knowledge of cyber security frameworks, standards and regulations. – Strong understanding of risk management principles. – Excellent written and verbal communication skills. Desired: – Bachelor's or Master's degree in Cyber Security, Risk Management or related field.